

**Public Safety Communications Advisory Commission (PSCC)  
Summary of Minutes - Regular Public Meeting**

**Tuesday, November 16, 2010**

***DRAFT DATED November 18, 2010 – Not Yet Approved by the Commission***

**PSCC Voting Members Present**

- Chad Kirkpatrick, State CIO & Director, Government Information Technology Agency (Chairman)
- Joe Anderson, Assistant Chief, Bullhead City Fire Department
- Michael Brashier, Communications Manager, City of Casa Grande
- Amy Brooks, Captain, Apache Junction Fire Department
- Steven Campbell
- Tracy Montgomery, Assistant Chief, Phoenix Police Department
- Gilbert Orrantia, Director, Arizona Department of Homeland Security
- William Pribil, Sheriff, Coconino County
- Patrick Quinn, Deputy Chief, Tucson Fire Department
- Mike Worrell, Captain, Phoenix Fire Department

**PSCC Voting Members Absent**

- Pablo Duarte
- Jan Hauk, Past President, Arizona Fire District Association Representative
- Kathleen Robinson, Assistant Chief, Tucson Police Department
- Dan Wills
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

**Government Information Technology Agency (GITA) & GITA, Public Safety Interoperable Communications (GITA-PSIC) Office Attendees:**

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, PSIC Operations Manager, GITA-PSIC
- Michael Britt, Project Manager, GITA-PSIC
- Andy Clark, Project Manager, GITA-PSIC
- Jeffrey Crane, Project Manager, GITA-PSIC
- Suesan Nordman, Project Manager, GITA-PSIC

**Additional Meeting Presenters**

- Thomas Adkins, Strategic Planner & Legislative Liaison, Arizona Department of Homeland Security (AZDOHS)
- Joseph Jakoby, IT Manager, City of Tucson
- Dale Shaw, Executive Director, Trunked Open Arizona Regional Wireless Cooperative (TOPAZ)
- Mark Venuti, SIEC Co-Chair

**29 Interested parties and members of the public were also present.**

## **Call to Order and Roll Call**

The meeting was called to order at 12:59 PM by Chairman Chad Kirkpatrick, Director of the Government Information Technology Agency. Chairman Kirkpatrick thanked Commissioners for attending. Chairman Kirkpatrick then introduced Mr. Tom Lawless, the new Regional Coordinator for Region Nine from the Office of Emergency Communications. Chairman Kirkpatrick also announced the addition of two new members to the PSIC Office team - Jeffrey Crane & Suesan Nordman.

Roll call was taken by Mr. Justin Turner, PSIC Operations Manager, as noted above and a quorum of the PSCC was declared present.

## **Approval of Minutes – September 21, 2010 Meeting**

### *Action Item*

Chairman Kirkpatrick asked for comments on the September 21, 2010 meeting minutes. Mr. Mark Venuti asked that the minutes be corrected to reflect that Mark Venuti gave the SIEC update at the September PSCC meeting. Chairman Kirkpatrick then asked for a motion to approve the minutes. Commissioner Pat Quinn made a motion to approve the minutes. The motion was seconded by Commissioner Joe Anderson. The motion was unanimously carried and the minutes were approved.

## **PSIC Annual Updates & Approval of Annual PSCC Report**

*Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications Office (PSIC), GITA*

### *Action Item*

Ms. Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications Office (PSIC), briefed the Commission on the Annual PSCC Report to the Governor and Legislature. The report contains the 2010 SCIP Implementation Report and the four Quarterly JLBC Reports covering July 2009 - June 2010. Ms. Meyerson also briefed the Commission on the various activities and projects undertaken by the PSIC Office during the previous year.

Chairman Kirkpatrick asked for a motion to approve the 2010 Annual PSCC Report. Commissioner Pat Quinn made a motion to approve the report. The motion was seconded by Commissioner Bill Pribil. The motion was unanimously carried and the report was approved.

## **Approval of NECP Goal Two Performance Assessment Guide**

*Presenter: Jeffrey Crane, Project Manager, PSIC Office*

### *Action Item*

Mr. Michael Todd was unable to attend the Commission meeting and Mr. Jeffrey Crane presented in his place. Mr. Crane provided an overview to the commission on the Draft NECP Goal Two Performance Assessment Guide. Mr. Crane briefed the commission on the background for the NECP Goal measurement, and provided a detailed overview of the Assessment Guide, including definitions, timelines and requirements.

Commissioners expressed concern with the timelines included in the Guide as well as the level of conformance with NIMS/ICS that would be required of a jurisdiction. After discussion, Ms. Meyerson suggested that the deadline for assessing an event be pushed back to July 31, 2011 and that the language in the guide should reflect that NIMS/ICS compliance would be assessed as appropriate for that event.

Chairman Kirkpatrick asked for a motion to approve the NECP Goal Two Performance Assessment Guide. Commissioner Steve Campbell made a motion to approve the Guide as suggested by Ms. Meyerson. The motion was seconded by Commissioner Tracy Montgomery. The motion was unanimously carried and the guide was approved as modified.

## **Arizona Interoperable Channels Plan & Priority Programming Guides**

*Presenter: Michael Britt, Project Manager, PSIC Office*

### *Information & Discussion Item*

Mr. Michael Britt updated the Commission on the progress made drafting the Arizona Interoperable Channels Plan. Mr. Britt reviewed the recent activities of the SIEC and their workgroups and provided an overview of the changes made to the Draft Interoperable Channels Plan. Mr. Britt then presented the UHF, VHF, 700 MHz and 800 MHz Priority Programming Guides to the Committee and explained the guides. The presentation also included a review of the needed changes in the AIRS SOP in order to mirror the Priority Programming Guides.

## **Approval of Revised AIRS SOP (based on Priority Programming Guides)**

*Presenter: Michael Britt, Project Manager, PSIC Office*

### *Action Item*

Mr. Michael Britt reviewed with the Commission the changes needed in the AIRS SOP in order to mirror the Priority Programming Guides. After discussion, Chairman Kirkpatrick asked for a motion to approve the revised AIRS SOP. Commissioner Tracy Montgomery made a motion to approve the AIRS SOP. The motion was seconded by Commissioner Mike Worrell. The motion was unanimously carried and the AIRS SOP was approved.

## **Statewide Interoperability Executive Committee (SIEC) Update**

*Presenter: Mark Venuti Wilson, SIEC Co-Chair*

### *Information Item*

Mark Venuti briefed the commission on the recent activities of the Statewide Interoperability Executive Committee (SIEC). Topics covered during Mr. Venuti's presentation include:

- Appointment of NIMS-Communications Unit (NIMS-CU)
- AIRS MOU Requests from NGOs
- AIRS Narrowbanding
- Fire Mutual Aid Licensing & Statewide Usage
- AZ Priority Programming Guides
- Other Interoperability Updates
- Preview of the next SIEC meeting

## **FFY2011 Technical Assistance Request**

*Presenter: Jeffrey Crane, Project Manager, PSIC Office*

### *Information & Discussion Item*

Mr. Jeffrey Crane briefed the Commission on the Office of Emergency Communication's Interoperable Communications Technical Assistance Program. The presentation included background information on the FFY2011 TA process, the timeline that will be followed by the PSIC office for submitting TA requests, and an overview of key technical assistance offerings in the FFY2011 catalogue. Mr. Crane led a facilitated discussion to determine which offerings would most strongly support planned 2011 initiatives, which requests should be given highest priority, and which requests should not be prioritized.

## **Arizona Department of Homeland Security Update**

*Presenter: Thomas Adkins, Strategic Planner & Legislative Liaison, Arizona Department of Homeland Security (AZDOHS)*

### *Information Item*

Mr. Thomas Adkins presented an update from the Arizona Department of Security on the status of various Federal Homeland Security Grants; the status of FFY 2010 Grant Awards; Updating the Arizona Target Capabilities Assessment; and Revising the State Homeland Security Strategy.

**Regional System Update: Trunked Open Arizona Regional Wireless Cooperative (TOPAZ)**

*Presenter: Dale Shaw, Executive Director, Trunked Open Arizona Regional Wireless Cooperative (TOPAZ) Information Item*

Mr. Dale Shaw briefed the Commission on the Trunked Open Arizona Regional Wireless Cooperative (TOPAZ). Mr. Shaw's presentation included a brief history of the Cooperative; an overview of the current status, funding and structure of the system; and a summary of their current LTE Broadband efforts.

**Public Safety Broadband Updates**

*Presenters: Michael Britt, Project Manager, PSIC Office, GITA Information Item*

Mr. Michael Britt provided an overview to the Commission on current PSIC Office activities related to Public Safety broadband. Topics covered during Mr. Britt's presentation include:

- Public Safety Communications Research (PSCR) - Planned Meeting
- Tech News - OASIS & EDXL
- SCIP 2011 Update
- Mesa TOPAZ Waiver Update
- Tucson Waiver Update

**Comments from the Public**

No comments from the public were received.

**Adjournment**

Chairman Kirkpatrick called for a motion to adjourn. Commissioner Pat Quinn motioned to adjourn the meeting, which was seconded by Commissioner Tracy Montgomery and unanimously carried. The meeting adjourned at 3:20 PM.

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Pursuant to A.R.S. 38-341-01(B), minutes of the Public Safety Communications Advisory Commission are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of PSCC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 602-364-4498 to arrange for an audio of the tape-recorded proceedings.